

## CITY OF CENTRAL

### Job Description

#### **Public Utilities Director**

Job Title

#### **Public Utilities Department**

Department/Division

#### **City Manager**

Title of Immediate Supervisor

#### **Salary Range**

DOQ/DOE

#### **June 2015**

Effective Date

### **JOB SUMMARY**

Position is responsible for the management of the Public Utilities Department. This position performs a variety of professional, technical, administrative and managerial duties related to planning, organizing, coordinating, controlling and directing all phases of city-wide water treatment operations, including operational monitoring, planning for daily and seasonal demand, establishing and implementing routine maintenance programs, contract engineering, water infrastructure, and capital improvements. This position oversees the operations of the water treatment plant, storage tanks, and booster pump station. The Public Utilities Director is under the administrative direction of the City Manager. The Public Utilities Director functions as the Operator of Responsible Charge (ORC) for the City's Water System.

### **ESSENTIAL FUNCTIONS (Major Tasks, Duties and Responsibilities)**

The following examples are illustrative only and are not intended to be all-inclusive.

1. Plans, organizes, schedules, directs and supervises all public utilities activity and personnel; delegates assignments; evaluates employee performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training; determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; and issues written and oral instructions.
2. Provides technical insight and recommendations related to determining public utilities policies, goals and objectives; receives directives, formulates implementation options and strategies, directs research, converts strategies to action plans with timetables and deadlines; evaluates public utility needs and formulates short and long range plans to meet needs in all areas of responsibility, including, water quality, water facilities and infrastructure, and capital improvements.
3. Prepares bid documents and purchase requests and recommends contracts awards; coordinates, plans, supervises and reviews the activities of subordinates engaged in carrying

out the public utilities programs, including capital improvements, infrastructure maintenance, repair and/or replacement; researches and reviews plans, technical engineering reports, budget estimates and proposed ordinances; propose and draft ordinance and/or regulations as deemed appropriate or needed.

4. Recommends actions and projects to the City Manager and keeps the Manager informed as to the progress of projects; prepares and presents reports, requests, recommendations or updates to the elected body and provides professional advice as requested.
5. Directs the preparation and development of departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; develops bid specifications for projects and equipment acquisitions; oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts.
6. Determines work priorities and delegates assignments to subcontractors; develops guidelines and deadlines, provides quality assurance review of work in progress; monitors and administers consultant service contracts; provides direct oversight to contractors and to those with Professional Service Agreements; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project; performs critical incident or emergency decision making related to city service systems.
7. Provides guidance and enforcement to public utilities staff with regards to safety programs as needed to comply with federal, state and city safety standards; monitors department safety practices.
8. Identifies sources for alternative funding related to special projects; may initiate grant application activities and coordinates with the city's finance director, assists to monitor grant compliance to assure effective working relationships with funding agencies.
9. Serves as Operator in Responsible Charge for the Town's water treatment and distribution system.
10. Supervises plant operations including daily planning, and ensures proper operation and maintenance of water treatment plants, storage tanks and booster pump stations.
11. Protects the public health and environment by ensuring compliance with applicable regulations and requirements, including monitoring and reporting requirements.
12. Coordinates water sampling.
13. Proposes Capital Improvement initiatives to ensure water treatment operations meet regulatory requirements or improve operational efficiencies.
14. Researches and prepares a wide variety of reports. Responsible for files and records for plant operations; updates equipment records and performs safety evaluations on a periodic basis.
15. Coordinates contractors and City employees on utility related projects, including, but not limited to plant operations, maintenance, water treatment and water resources projects.
16. Manages storage tanks including on-site integrity inspections and planning seasonal capacities.
17. Oversees operations of booster pump stations and monitors numerous pressure relieving valve (PRV) vaults as needed to ensure system pressures meet regulatory requirements.
18. Inspects plant processes and provides technical advice and assistance on process control issues.
19. Assists staff with day-to-day operations and maintenance duties.

20. Makes decisions and initiates actions regarding operations and maintenance duties in a timely manner. Establishes and maintains on-call schedules to ensure appropriate after hours and emergency coverage.
21. Assists with the development and implementation of department policies and procedures.
22. Negotiates and manages franchise agreements with other public utility agencies.
23. Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of general civil engineering principles and practices; legal environment associated with public utilities projects, construction and maintenance; current methods, principles and practices of water operations; safety practices and principles involved in public utilities; current codes and standards.
- Knowledge of federal and state drinking water regulations to ensure compliance.
- Knowledge of water production, treatment, distribution and storage systems.
- Knowledge of SCADA systems.
- Knowledge of laboratory practices, water analysis, and chemical safety.
- Ability to read and understand written materials and verbal information and instruction.
- Ability to research and evaluate equipment, tools and products pertaining to recommendations for equipment purchases, replacement or repair.
- Ability to use complex mathematical skills for calculating water discharge, well production, chemical dose rates, surface areas, water age, volumes, weights and measures and instrumentation formulas.
- Ability to translate verbal communication into effective written material, e.g. reports, graphs and other documents for internal and external customers.
- Superior written and verbal communication skills including the ability to read, understand, interpret and explain policy, statutes, and ordinances' to staff, elected officials and the public.
- Must possess strong leadership management skills, must be able to establish and maintain effective working relationships with the City Manager, subordinates, other employees, elected officials, residents, business owners and visitors.
- Ability to respond on a routine and after hours rotating schedule.
- Ability to utilize computer software programs to input, maintain and research data.
- Ability to exert moderate physical effort to include lifting, carrying. Pushing and/or pulling of objects and materials up to 60 pounds.
- Ability to drive to and physically access all treatment plants and related facilities.
- Ability to exercise good professional judgment.
- Considerable skill in the art of diplomacy and cooperative problem solving.
- Creativity and the ability to remain flexible in a changing environment.
- Ability to work effectively both independently and as a team member. Ability to work effectively as a member of the City Management Team.
- Ability to be proactive and identify potential problems and/or areas of concern related to policy or other actions and identifies possible solutions beforehand.

- Ability to plan, coordinate, direct and supervise personnel; interpret laws, ordinances and regulations common to public utility operations; keep operating records and prepare reports; to conduct necessary engineering research and compile comprehensive reports; establish and maintain effective working relationships with employees, other agencies and the public.

## **ORGANIZATIONAL RELATIONSHIPS**

### **Supervision Received:**

Works under the direct control and supervision of the City Manager's office.

### **Supervision Exercised:**

Provides general guidance and direction to departmental employees through subordinates.

## **Minimum Qualifications**

### 1. Education and Experience:

- A. Graduation from an accredited four-year college or university with a Bachelor's degree in civil engineering, public administration, business administration, or a related field;

AND

- B. A minimum of five (5) years of experience in a comprehensive public utilities program; experience in the administration and management of materials and personnel necessary for the development and maintenance of a public utility systems of which two (2) years experience in a supervisory capacity is preferred;
- C. Must possess a valid Class "B" Water Operator License and a Class "2" Distribution license.

OR

- D. An equivalent combination of education, training and experience.

### 2. Special Qualifications:

- Registration as a professional engineer in the state is preferred.
- Must possess a valid Class A or B Colorado Driver's license with a good driving record.
- A State of Colorado Water Operator – Class A and State of Colorado Water Distribution – Class 4 are preferred.

### 3. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Some outdoor work is required in the inspection of various land use developments, construction sites, or public utilities facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and creative problem solving. Periodic travel required in normal course of job performance. Employee must be able to lift equipment and supplies weighing up to 60 pounds. Employee must possess the ability to talk and hear in person, by telephone and two-way radios.

#### **The City of Central is an Equal Opportunity Employer.**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Employee Signature: \_\_\_\_\_

Date:\_\_\_\_\_